Technical Project Manager (8822U), Berkeley IT - 73439
University of California, Berkeley

Job Title	Technical Project Manager (8822U), Berkeley IT - 73439
Department	Berkeley IT
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Oct. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our Guiding Values and Principles, our Principles of Community, and our Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Berkeley IT believes in and fosters a workplace environment where people can bring their diverse skills, perspectives and experiences toward achieving our goals through a process of critical inquiry, discovery, innovation, while simultaneously committing to making positive contributions towards the betterment of our world.

In addition, members of the Berkeley IT community have created and endorse the following values for our organization to augment and amplify the campus principles:

- We champion diversity.
- We act with integrity.
- We deliver.
- We innovate.

Diversity, Inclusion, and Belonging are more than just suggestions for us. They are the guiding

principles underlying how we come together, develop leaders at all levels of the organization, and create an environment that unites us. We affirm the dignity of all individuals, call upon our leaders to address critical issues with integrity and intention, respect our differences as well as our commonalities, and strive to uphold a just community free from discrimination and hate.

Team Overview

Campus IT Infrastructure is the Berkeley IT unit that brings together and integrates the engineering and implementation of core, foundational campus IT infrastructure, delivering essential IT services that support UC Berkeley's continually evolving needs. This position is a part of the Communications Infrastructure Design & Build (CIBD) in Campus IT Infrastructure.

Position Summary

Involves managing outcome of specific IT projects with a defined beginning and end. Manages the development and implementation process involving departmental or cross-functional teams. Plans, coordinates and monitors schedules, budgets, staff and deliverables. Monitors the project from initiation through delivery. Organizes the interdepartmental activities ensuring completion of the project on schedule and within budget constraints.

Application Review Date

The First Review Date for this job is: 10/29/2024.

Responsibilities

Applies professional project management concepts; and is able to apply IT and project management policies and procedures in managing complex assignments.

- Strong understanding of resource and time management. Knowledge of MS Project and the use of Gantt charts.
- Assists the DPM team in the updating and maintenance of the campus layer 1 infrastructure standards

Implements the project management process in support of the campus' products and services involving departmental or cross-functional teams focused on the delivery of new or existing products.

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- Responsible for ensuring that customer requests for projects are documented and fully outlined (including tasks, responsibilities, material and costs) in the PIR (Project Initiation Request.).
- Responsible for submitting PR's (Purchase Requests) for goods and services once a PIR is signed.
- Responsible for ensuring that required WO's (Work Orders), both voice and data, related to a project are opened and proceeding in a timely manner.
- Works with SNE's (Senior Network Engineer) to ensure that network designs are being completed and approved for incorporation in the PIR.
- Must be proficient in MS Word, MS Excel, MS Project, Visio, and internal programs using ServiceNow and Pinnacle.
- Works with Development Team and users for programmatic enhancements to ServiceNow. This involves business process analysis, design, system testing, creating documentation, training and follow-up as part of DPM's continuous product improvement policy.
- Creates internal and reviews vendor-created cable ID floor plans and schedules in support of most projects. This is critical to a successful project.

Assembles and directs moderate to large project team, designs project plan, schedules and may monitor budget/spending (people and dollars).

- Works with IST units such as: Premise Wiring, Installation Services, Network Services and accounting to ensure that the voice and data components of installations are delivered in a timely and correct manner.

Monitors the project from initiation through delivery, including oversight of system integration, project and campus communications, interface with vendors and managing risk.

- Works with other PM's in the team on all projects to ensure that all work on a project is proceeding on schedule and within budget.

Organizes the interdepartmental activities ensuring completion of the project/product on schedule and within budget constraints.

- Responsible for how ServiceNow Project Module is designed and implemented in support of all DPM project management needs.

Implements the Request for Information (RFI)/Request for Proposal (RFP) process.

- Assists all DPM PM's in the creation of RFI/RFP's.

Engages in continuous professional development and training and other duties as assigned.

Required Qualifications

- Advanced communication, organization, and project management skills.
- Broad knowledge of IT-related initiatives and an understanding of impact to organization of such initiatives.
- Knowledge of most aspects of computing and communications including hardware infrastructure, networking, voice, software applications, operations and disaster response.
- Ability to assess campus needs for information technology products and design services to meet those needs.
- Five years of experience working with construction/building trades.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Familiarity with communications infrastructure and cabling.
- Professional certification.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and

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organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is $98,600.00 - $120,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position allows for remote work 1 day per week and 4 days on-site.
- This recruitment has 1 opening.

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Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the https://apptrkr.com/get_redirect.php?id=5729721&targetURL=U.S. Equal Employment Opportunity Commission poster.

The University of California's Affirmative action policy.

The University of California's Anti-Discrimination policy.

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name**and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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